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UNITED STATES GOVERNMENT

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Memorandum

TO : Director of Logistics

DATE: 5 February 1963

FROM : Chief, Administrative Staff

SUBJECT: Monthly Activity Report

1. PROJECTS AND STUDIES IN PROCESS

a. Rotation of SL Designees

During January the transfers of five OL employees to support positions outside OL were effective; two SL designees were returned to the OL Staffing Complement from operating components.

b. Staffing Complement Changes and Classification Studies Regarding SL Positions

(1) Classification Survey of Printing Services Division

The classification survey of PSD is continuing. The majority of the positions in the division have been audited by Salary and Wage Division and are in the process of being written and reviewed prior to final grade allocations.

(2) Upgrading of Telephone Operator Positions

V
A Form 261 dated 2 January 1963 has been received approving the upgrading of the telephone operators from GS-4 to GS-5, and the Chief and Assistant Chief Operator positions from GS-8, GS-7 and GS-5 to GS-9, GS-8, and GS-6, respectively.

(3) Reclassification of SL Position [REDACTED]

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An approved [REDACTED] reclassifying a GS-7 Supply Assistant position to GS-9 Procurement Assistant was received 8 January 1963.

(4) Deletion of SL Positions in FE/Foreign Field

The Assistant SSA/Personnel advised in a memorandum to the Head, Logistics Career Service, dated 8 January 1963, that the DD/P has directed the Chief, FE Division, to effect

DOCUMENT NO. _____
NO CHANGE IN CLASS. ☐
☐ DECLASSIFIED
CLASS. CHANGED TO _____
NEXT REVIEW DATE: _____
AUTH: [REDACTED]
DATE: 08/10/81 REVIEWER: 01855

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GROUP 1
Excluded from automatic
downgrading and
declassification

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✓ ?
a reduction in the authorized strength of his division.
Included in the positions proposed for deletion are three
SL positions; i.e., one GS-12 [REDACTED]

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c. Recruitment

(1) Professional Personnel

(a) Two Logistics Officer Trainees reported for duty, making a total of nine to enter on duty to date. Three prospective candidates were placed in process. One applicant, on whom invitee clearance had been received, was interviewed but was cancelled when we were notified of security disapproval as a result of polygraph examination. Two other applicants we had in process were cancelled: one to enter into military service and the other to extend his period of active military service.

25X1A9a

(b) One GS-11 Contract Negotiator reported for duty in the Procurement Division 21 January 1963 from the Audit Staff. [REDACTED]

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(c) One GS-9 Communications Technician was reassigned to the Administrative Staff, effective 14 January 1963, from the Office of Communications. He will operate the new communications equipment recently installed. [REDACTED]

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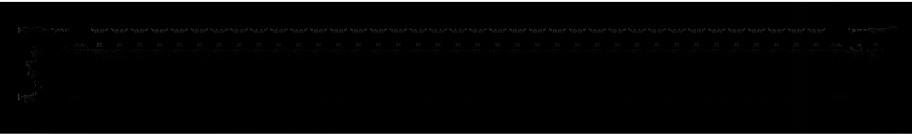
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(3) Other Categories

(a) Three Bindery Operatives entered on duty, and one Journeyman Compositor and two Bindery Operatives were placed in process during January for the PSD. Printing Services Division lost the services of one Journeyman Letter Pressman and one Journeyman Offset Press Operator by transfers to TSD to fill overseas assignments. Also, one Bindery Operative resigned to accept an illustrating position in private industry. One pending applicant declined in order to accept another position.

(b) Three Laborers and two Chauffeurs entered on duty in the Logistics Services Division. One applicant for laborer position was placed in process.

(c) One Telephone Operator reported for duty during January. One operator who had been on LWOP to adopt a child resigned to remain at home to care for her family.

(d) One W-10 General Mechanic entered on duty in the Conveyor Section, LSD; and interviews are being arranged with two additional applicants who appear to possess desired qualifications for this activity.

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(f) Three Clerk Typists were assigned to OL from IAS during January. We lost the services of one Clerk Typist to maternity leave.

(g) Three Couriers reported for duty in the Mail and Courier Branch. We lost the services of three Couriers: one by reassignment to FE, one to OP/CPB, [REDACTED]

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[REDACTED] One Courier was also reassigned to a clerical position in the Records and Services Branch, Administrative Staff.

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2. ITEMS OF GENERAL INTEREST



b. Transfer of Personnel

25X1A9a (1) [REDACTED] of the Records & Services Branch
transferred to the Procurement Division on 31 January 1963.
25X1A9a [REDACTED] replaced [REDACTED] on the Mail Control Desk of
the Registry.

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c. Vital Records Schedule

The Vital Records Schedule for the Office of Logistics was revised in order to provide for complete coverage. The activation of the LSD realigned certain responsibilities, and the Vital Records Schedule was adjusted accordingly. In addition, the format was changed to comply with Agency requirements.

d. Conversion of Temporary Employees

Actions were submitted on three Laborers and two Bindery Operatives to convert them from temporary to regular staff employee status and reassign them to permanent positions on the OL Staffing Complement.

e. Miscellaneous Problem Cases

(1) One Bindery Operative submitted his resignation after notification that his conversion from temporary to regular staff employee status had been disapproved for security reasons. Another Bindery Operative was reassigned to the Office of the Comptroller upon the expiration of his temporary appointment, since he was not happy in the printing field and was desirous of

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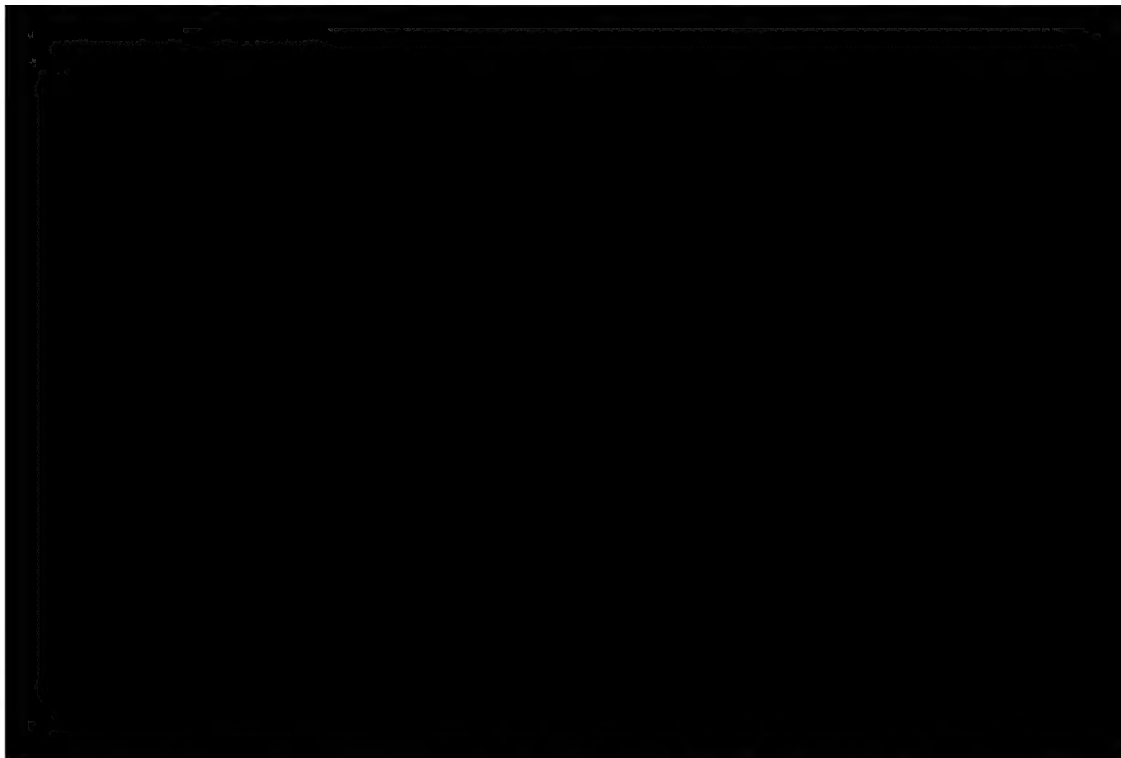
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getting into clerical work in an office where accounting work was being done. He was extended as a temporary employee pending completion of a period of satisfactory work performance in his new assignment.

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f. Nomination of Individuals to Assist OL Employees in Connection with Filing Income Tax Returns

The names of three OL employees were given to the Office of Personnel as representatives to assist and answer questions arising in connection with filing of income tax returns by OL employees. These three individuals are scheduled to attend a one-day course to be given by the Office of Personnel on Tuesday, 5 February 1963. The three individuals nominated for OL are as follows:

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Quarters Eye
Headquarters Building

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Congressional Budget reflected the following revisions from the
FY 1964 OL Office Estimates:

<u>FY 1963</u>	<u>Positions</u>	<u>AE</u>	<u>Dollars</u>
Office Estimates			
Bu. Budget Submission			
Congressional, FY 1964			
<u>FY 1964</u>			
Office Estimates			
Bu. Budget Submission			
Congressional, FY 1964			

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*Includes the allowance for civilian pay act of 1962, less ad-
justments in AE for FY 1964.

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Distribution:

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25X1A9a 1! OL/AS: [REDACTED]:mel (5 Feb 63)

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